

Reference Contact List

References should be listed on a separate sheet than your resumé and include your contact information. Always contact your references before including them on your reference sheet. Select people who know your work capabilities. Use this tool to make a master reference list. Use the same font and format as your resumé.

Name
Address
City, state, zip code
Phone number
Email address

REFERENCES

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

